



WASHINGTON STATE EMPLOYMENT OPPORTUNITY

WA STATE DEPARTMENT OF REVENUE

1025 Union Avenue SE ♦ PO Box 47463 ♦ Olympia, WA 98504-7463
(360) 570-6181 ♦ FAX (360) 664-0658 ♦ TDD/TTY (360) 664-0580

Recruitment
Announcement #: 41071-OC

Opens: July 9, 2003
Closes: Until further notice

MISCELLANEOUS TAX SPECIALIST 1 IN-TRAINING (15271)

SALARY: \$2,526 - \$3,215 per month (Range 42)
The Miscellaneous Tax Specialist 1 positions are designated in-training. After successful completion of a one-year in-training period, incumbents will automatically advance to Miscellaneous Tax Specialist 2.

LOCATION: The register established by this recruitment will be used to fill vacancies as they occur in Olympia.

WHO MAY APPLY: This recruitment is open to all interested candidates who meet the minimum qualifications. Prior to any new appointment into the Washington State Department of Revenue, a background will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 570-6175, TDD/TTY (360) 664-0580.

SEND TO: Interested applicants should submit their applications to the Office of Human Resources at the PO Box 47463, Olympia WA 9804-7463. All applications must be received in Office of Human Resources by the closing date of the bulletin.

The application form must be filled out completely. No additional information will be accepted after the closing date of the bulletin. Résumés or attachments will not be accepted in lieu of the employment history under Section #4 of the state application.

PRIMARY DUTIES: In the Special Programs Division of the Washington State Department of Revenue, in a training capacity, assists in establishing and verifying liability through independent examination of accounts; performing office compliance activities for assigned programs; reviewing, verifying and processing tax returns or unclaimed property reports; developing program implementation procedures and/or collection activities of statewide tax or unclaimed property programs including tracking delinquent and out-of-balance returns, contacting taxpayers to effect collections, and following through with collection until receipt of payment or issuance of warrant.

Employees will be required to provide their own transportation to audit appointments at the taxpayer's place of business.

MINIMUM QUALIFICATIONS: A Bachelor's degree, which includes 12 semester or 18 quarter hours of accounting **AND** one year of professional-level accounting, auditing, tax compliance, or tax examination experience. **OR** Five years as an Excise Tax Assistant, Tax Service Representative or Tax Information Specialist 1, provided the required course work in accounting has been completed. Additional qualifying experience will substitute, year for year for education provided the required course work in accounting has been completed.

NOTE: Only accounting courses transferable to a Washington State degree granting institution will be accepted as equivalent college-level accounting.

EXAMINATION PROCEDURE: The examination will consist of a multiple choice test designed to evaluate the applicant's training, experience, and overall personal fitness to perform the duties of the position, weighted 100%. Positive identification may be required of applicants at the time of test administration. Please be prepared for such a request. You will be notified by mail as to when and where to appear for the test. We cannot comply with any request for your standing on the register after the examination.

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